



**SUPERVISING COOK II,
CORRECTIONAL FACILITY (CF)**
Final Filing Date: CONTINUOUS

OPEN - SPOT

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION (CDCR)
SPOT EXAMINATION FOR:

SEE ATTACHED LISTING

WHO SHOULD APPLY Applicants who meet the minimum qualifications as stated below and who have not previously tested with CDCR during this testing period. CDCR's testing period(s) for this examination are: **January - December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail to: **Department of Corrections and Rehabilitation**
Office of Workforce Planning
P.O. Box 942883
Sacramento, CA 94283-0001
(916) 322-2545

or

In person at: **Department of Corrections and Rehabilitation**
Office of Workforce Planning
1515 S Street, Room 101N
Sacramento, CA 95811-7243
(916) 322-2545

If you are personally delivering your application, you must do so between the hours of **8:00 a.m.** and **5:00 p.m.**, Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning.

APPLICATION DEADLINE/ REQUIREMENTS Applications will be accepted on a continuous basis and applicants will be tested as needed.
All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

TEST DATE To learn more about examination date(s), contact the testing office(s) indicated on this bulletin.

SALARY RANGE(S) As of: March 27, 2014
\$3,297 - \$4,129

MINIMUM QUALIFICATIONS **Either I**
One year of experience in the California state service performing the duties of a Correctional Supervising Cook (Correctional Facility) or Supervising Cook I.

Or II
Experience: Two years of experience in a supervisory capacity over cooks and allied workers with responsibility for supervising, planning, and scheduling the preparation, cooking, and serving of meals for at least 250 persons a meal. **and**
Education: Equivalent to completion of the eighth grade.

Special Personal Characteristics: Sympathetic understanding of and willingness to work with the resident population of a State correctional facility; demonstrated supervisory ability; personal cleanliness; good sense of smell and taste; and freedom from communicable diseases.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates.

Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

OUT-OF-CLASS EXPERIENCE: A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.

Qualifications Appraisal -- Weighted 100.00%

Scope: Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. **Knowledge of:**
1. Principles, procedures, and equipment used in the storage, care, preparation, cooking (including baking), dispensing, and serving of food in large quantities.

2. Kitchen sanitation and safety measures used in the operation, cleaning, and care of utensils, equipment, and work areas.

3. Food handling sanitation.

4. Food values as well as nutritional and economical substitutions within food groups.

5. Principles of effective supervision.

6. Food accounting.

7. Use of purchase orders for food and equipment.

8. Training methods.

9. Methods of cutting and preparing meat.

10. Department's Equal Employment Opportunity Program objectives.

11. A manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity objectives.
- B. **Skill in:**
1. Preparation and cooking of all food groups.

2. Judging food quality.
- C. **Ability to:**
1. Plan palatable and adequate menus.

2. Plan, organize, and direct the work of others.

3. Maintain appropriate records and prepare reports.

4. Keep inventories and make requisitions.

5. Use appropriate equipment.

6. Determine food quantities necessary for groups of varying sizes.

7. Direct the preparation of special diets.

8. Plan food production to schedule.

9. Plan and conduct in-service training programs.

10. Analyze situations accurately and adopt an effective course of action.

12. Department's Equal Employment Opportunity Program objectives.

ELIGIBLE LIST
INFORMATION

The resulting eligible list will be established to fill vacancies for the location(s) listed above. The list will be abolished **12** months after establishment unless the needs of the service and conditions of the list warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A **Supervising Cook II, CF**, under general direction, plans, organizes, and supervises the preparation, cooking, and serving of food to residents and employees of a State correctional culinary program in CDCR; supervises the maintenance of culinary equipment, supplies, and work areas; instructs culinary workers; maintains order and supervises the conduct of inmates, youthful offenders, residents, or patients; protects and maintains the safety of persons and property; may instruct, lead, or supervise inmates, youthful offenders, or resident workers; and to do other related work.

Positions exist within the institutions listed above with CDCR.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS'
PREFERENCE/
CAREER CREDITS

Veterans' Preference will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference. Career credits will not be granted in this examination.

GENERAL INFORMATION

Applications are available at CDCR offices, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at <http://jobs.ca.gov/Profile/StateApplication>.

Veterans' Preference: California law allows the granting of Veterans' Preference in any Open examination. **Veterans' Preference will be awarded as follows, starting on January 1, 2014:** 1) any veteran, widow or widower of a veteran, or spouse of a 100% disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference; 2) Veterans' Preference is not granted once a person achieves permanent civil service status.

Directions to apply for Veterans' Preference are available at the CalHR's website by clicking on the following link: [Veterans Preference Application \(CALHR 1093\)](#). Additional information can also be found at Department of Veterans Affairs' website at www.jobs.ca.gov/job/VeteransInformation.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

GENERAL INFORMATION
(CONTINUED)

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions change.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

If you meet the requirements stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
Telecommunications Relay Service (TRS): DIAL 7-1-1
www.cdcr.ca.gov

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS

ATTACHMENT

VENTURA YOUTH CORRECTIONAL FACILITY 3100 Wright Road Camarillo, CA 93010 (805) 278-3724 TDD: DIAL 7-1-1	NORTHERN CALIFORNIA YOUTH CORRECTIONAL FACILITY P.O. Box 213004 Stockton, CA 95213-9004 (209) 944-6181 TDD: DIAL 7-1-1
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